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KIMORANDUM FOR THE CHIEF, ICAPS

THE BESCUTIVE FOR ADMINISTRATION AND MANAGEMENT

THE ASSISTANT DIRECTOR, ORE THE ASSISTANT DIRECTOR, OO

THE ASSISTANT DIRECTOR, OCD

THE CHIEF, INSPECTIONS AND SECURITY

Subject: Implementation of ICAPS' Survey

- l. The Director is pleased to inform the addressees that he has noted a material improvement in the efficiency and performance within their respective offices as well as an overall increase in ecoperation between offices since the last survey.
- 2. The problems of space, personnel and facilities are recognised and all remedial steps possible are being taken.
- 5. Listed below are recommendations upon which it is desired that implementing action be taken. In those cases where joint responsibility is implied, the office mentioned first will take the necessary action.

4. CHIEF OF ICAPS.

a. In collaboration with ORE, revise the present format of MIR's on an intelligence production basis.

>	b. Seview the current and the Conta	t working agreement between the ot Register, ORE, during its next	25X1
t	quarterly inspection.	Common a contract Total Total DEME	

c. Advise ORE in establishing an everall scheme of priorities for the collection and production of national intelligence for the guidance of the other offices in CIG.

6. RECUTIVE FOR ADMINISTRATION AND MANAGEMENT.

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		5. b. Recommend to the Director a list of key positions which have been frozen awaiting assignment of armed force personnel, or career State Department personnel, and which should now be filled by direct procurement of civilians.
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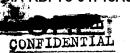
- d. After determining the increased reproduction requirements of the operating offices, make recommendations for the expansion of present reproduction facilities as found necessary.
- . Continue survey of administration procedures in the various offices of CIG. Submit observations and recommendations to the Assistant Director via ICAPS upon completion of each Office.
- f. Once scain review requirements for security clearences of applicants for employment in CIG with the view of extending every possible concession to smooth and uninterrupted procurement, Applications for positions in ORE should be given priority consideration, especially in the case of the Reference Branch, which should be given increased space for its expending library, and in the case of the military group of the

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ASSISTANT DIRECTOR, ORE.

- . Continue to press personnel recruitment with vigor, especially with respect to the Reference Branch in conjunction with increased space required for its library.
- b. Develop, with the Assistant Director for Special Operations. the maximum possible lisison between corresponding personnel of O'E and QSO to permit full processing by ORE of rew information received from OSO sources and a fuller appreciation of OHE needs and reactions to the OSO product.
- Motify the Director of any further difficulties encountered in obtaining TAB agency elecrances of ONE papers with a view to once more raising the matter at an IAB meeting.
- d. Increase services to SWNCC as expansion of personnel persits to final goal of producing for this Committee its required intelligence estimates and reports.
- In collaboration with ICAPS, establish an overall scheme of priorities for the collection and production of national intelligence.

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- 6. f. In sollaboration with IGAPS, provide for a coordinated survey of the available collection facilities abroad, particularly with respect to scientific intelligence.
- ge Medify the outline for Situation Reports to include at the earliest possible date well considered conclusions on foreign potentialities and intentions and elimination of extraneous material.
- h. In collaboration with ICAPS, revise the present format of NIR's on an intelligence production basis geared to deficiencies found in the preparation of Situation Reports.
- i. Geograps with the Executive for Administration and Management in obtaining the highly qualified military, naval and air personnel needed for the military group of the

i. Give consideration to the problem of affording individual branches with a multiple number of copies of incoming despatches as the organization expands.

k. Determine the present scope of briefings given to outgoing agency representatives with the view of recommending any extensions found desirable.

7.	ASSISTANT DIMEUTOR, 00.	STATSPEC

- b. Take the necessary action to transfer those captured documents which have no technical, scientific or intelligence value to the Historical Divisions of the Army, Nevy and Air Force Departments.
- Take the necessary action to discontinue publication of accession lists and arrange for the publication of bibliographics by machine records.

d. Metablish for the program, including priorities, for the exploitation of documents in accordance with requirements as referred to in paragraph 8 a below.

8. ASSISTANT DIRECTOR, OCD.

AND COMPRESS THE RESIDENCE AND

a. Establish an overall detailed statement of requirements by priority for guidance of the Such statement to include intra-area priorities for the exploitation of Basic Intelligence from documents and periodicals.

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- 8. b. Continue the study of implementing procedures necessary to establish an interdepartmental reading panel and prepare draft for same with emphasis on elimination of departmental duplication.
- e. Continue the study of implementing procedures necessary to establish the "Collection Coverage Plan" and prepare draft for same.
- 9. EXECUTIVE FOR INSPECTIONS AND SECURITY.
- a. Batablish throughout CIG a graded system of security standards in consonance with job requirements.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

CAPTAIN. USN
EXECUTIVE DIRECTOR

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